

**MERIT PROMOTION  
VACANCY ANNOUNCEMENT**

ABERDEEN AREA INDIAN HEALTH SERVICE  
DIVISION OF HUMAN RESOURCES  
FEDERAL BUILDING, RM. 309, 115-4TH AVENUE S.E.  
ABERDEEN, SOUTH DAKOTA 57401

**ABERDEEN AREA IHS IS A SMOKE FREE ENVIRONMENT**

October 9, 2008

**POSITION:** Custodial Worker (SI98P1)(MPP)  
**# Of Positions:** 1

**LOCATION:** PHS Indian Health Center, Housekeeping Dept.,  
Sisseton, South Dakota.

**BEGINNING SALARY:** WG-3566-2, \$10.88 Per Hour

**VACANCY NUMBER:** NP-08-0080-SI-MPP

**OPENING DATE:** October 15, 2008

**CLOSING DATE:** November 4, 2008

Applications and related documents **MUST** be received at the above address by **5:00 p.m.** on the closing date of this announcement. For information contact **Mrs. Denise J. Kester Human Resource Specialist Placement** at **(605) 226-7209**. All applications are subject to retention; no requests for copies will not be honored. Applications can be faxed to **(605) 226-7668, (NOT RESPONSIBLE FOR UNSUCCESSFUL TRANSMISSIONS)**. Applications by e-mail will be accepted. It is the responsibility of the applicant to submit a complete application.

**E-MAIL TO:** [denise.kester@ihs.gov](mailto:denise.kester@ihs.gov)

**APPOINTMENT:**

☒ Permanent  
☐ Not-To-Exceed The  
applicant selected for this  
position may be appointed  
to either a one year appoint-  
ment or an appointment in  
excess of one year, depending  
on the status of the applicant.

**WORK SCHEDULE:**

☐ Full-Time  
☒ Part-Time  
☐ Intermittent  
☐ May include  
weekends and/or  
evenings

**AREA OF CONSIDERATION:**

☒ IHS-Wide  
☐ DHHS-Wide  
☐ Commuting Area

**MOVING:** Travel may be paid provided all legal and regulatory requirements and travel regulations are met.

**CONDITIONS OF EMPLOYMENT:**

ON-CALL ☐ YES ☒ NO \*call-back duty is defined as irregular or occasional work performed by an employee on a day when the work was not scheduled for the employee. This will require the employee to return to his/her place of employment within the specified timeframes.

**\*\*Employment is contingent on a cleared suitable Background Investigation for the level required for your position. \*\***

- **Must provide AVERAGE HOURS WORKED PER WEEK on application.**
- Applicants applying for the position may be required to be immunized, for measles and rubella, if he or she provides services or has contact with patients at the service units. Persons born before 1957 are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of a vaccine or have a history of severe reaction to a vaccine or who are currently pregnant.

**PROMOTION POTENTIAL:** ☒ NO ☐ YES to grade(s) GS-

**SUPERVISORY/MANAGERIAL:** ☒ NO ☐ YES

**\*\*may require one year probation\*\***

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S.C. CODE, SECTION 472 AND 473). THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE INDIAN HEALTH SERVICE HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DISSEMINATES TO ITS EMPLOYEES.

**WHO MAY APPLY FOR PERMANENT POSITIONS:** (1) Federal employees occupying a permanent position who have competitive civil service status or those who acquired comparable status as a result of serving in an IHS excepted service position on an Excepted appointment; (2) Indian Preference eligibles occupying a temporary position or unemployed; (3) Other sources, e.g., positions covered by severely handicapped; Reinstatement eligibles, etc; (4) Current permanent employees with Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. Applicants must indicate on their application whether they are applying under the Merit Promotion Plan, Excepted Service Examining Plan, or both. Current IHS employees and those applicants eligible

for reinstatement or transfer who do not indicate which procedures they are applying under will be considered under merit promotion only. "Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply."

**WHO MAY APPLY FOR TEMPORARY POSITIONS:** Applications will be accepted from most anyone if the position is temporary and will last one year or less. Applications will also be accepted from Indian Preference applicants if the appointment will be made in excess of one year. Non-Indians may apply for term positions provided he or she has status and the appointment can be made in the competitive service.

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**DUTIES AND RESPONSIBILITIES:** The purpose of this position is to perform a full range of housekeeping cleaning tasks and to operate motor vehicles in conducting hospital business on an infrequent, occasional basis. Maintains restrooms in clean, orderly and sanitary condition. Sweeps, scrubs, and waxes restroom floors. The incumbent Cleans, disinfects and deodorizes lavatories, urinals and toilet bowls. Cleans mirrors, sinks and water fountains. Replaces deodorizers, toilet tissue, and soap. Vacuum cleans rugs and carpets using industrial type vacuum cleaners. Moves heavy furniture, supplies and equipment. Washes and replaces blinds, washes walls, washes windows, washes ceiling fixtures and room partitions using ladders and scaffolds. Occasionally changes light bulbs. Checks supply of oxygen and all equipment used in oxygen therapy, orders and distributes oxygen and equipment, notifies supervisor of statues. Incumbent operates such vehicles as automobiles, station wagons, passenger vans, pickups, trucks, and carryalls to transport patients, personnel and or, supplies to and from designated locations in compliance with regulations. Transports patient's meals when needed. Assist patient lifting and transportation. Other duties as assigned.

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**QUALIFICATION REQUIREMENTS:** Candidate must meet qualification standards as specified in **OPM Operating Manual** (Qualification Standards for General Schedule Positions) and/or the Excepted Service Qualification Standard.

**EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:** Same as above.

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Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements and selective factors, if any, described in this announcement will be further evaluated by determining the extent to which your work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate you possess the knowledge, skills, and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's either on their application/resume or as a separate attachment. The information provided will be used to determine the "best qualified" candidates.

**Failure to submit a completed supplemental questionnaire will result in not being considered for the position.**

**SUPPLEMENTAL QUESTIONNAIRE (See Attachment) REQUIRED TO SIGN/DATE & RETURN WITH APPLICATION:**

1. Ability to do the work of the position without more than normal supervision.
  2. Work practices.
  3. Ability to follow directions.
  4. Ability to use tools and equipment.
  5. Ability to work quickly and safely.
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**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after competitive appointment, time-in-grade (if applicable), and qualification requirements, licensure requirements, performance requirements, citizenship and suitability requirements, and any other eligibility requirements within 30 days of the closing date of the vacancy announcement.

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**HOW TO APPLY:** Applicants must submit their applications to the Aberdeen Area Indian Health Service, Division of Human Resources, Federal Building, RM. 309, 115-4th Avenue, S.E., Aberdeen, South Dakota 57401. **ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:**

1. Applicants **MUST** submit ONE of the following: a) OF-612, Optional Application for Federal Employment; b) Resume; or c) any other written application format.
2. **Current Performance Rating, if available.**
3. Applicants claiming **Indian Preference MUST** submit, along with their application, **FORM BIA-4432, Verification of Indian Preference. BIA FORM-4432 IS THE ONLY ACCEPTABLE FORM used if claiming Indian Preference in the Indian Health Service.**
4. **If you wish to substitute appropriate education for experience, you MUST submit your transcripts along with your application.** If your education is appropriate for the position being filled then your education may be substituted for experience. Depending on grade level.
5. **For current or former Federal employees, a copy of your latest Notification of Personnel Action (SF-50B).**
6. **VETERAN'S PREFERENCE CERTIFICATION: Form DD-214 indicating discharge and/or Form SF-15, claiming 10 point preference. Preference will not be allowed unless a copy of the DD-214 is attached to the application.** Applicants claiming 10-point preference **MUST** complete an SF-15. **Application for 10-Point Veteran Preference.** Veterans who are

still in the service MAY BE granted 5-points tentative preference on the basis of the information contained in their applications. You MUST produce a DD-214 (Member 4 Copy) prior to the appointment to document entitlement to preference. For information on Veteran's Preference, Please Visit: <http://www.opm.gov/veterans/html/vetsinfo.asp>

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**EMPLOYMENT OF PEOPLE WITH DISABILITIES:**

IHS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Alice LaFontaine, Staffing Officer, at (605) 226-7213. The decision on granting reasonable accommodation will be on a case-by-case basis.

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**APPLICATION INSTRUCTIONS FOR PUBLIC HEALTH SERVICE COMMISSIONED CORPS CANDIDATES:** Applicants should submit the following:

1. Copy of resume or curriculum vitae showing work experience, dates of employment, names and addresses of supervisors, include any education and other information reflecting individual qualifications for consideration. **Commissioned Corp Applicants claiming Indian Preference MUST submit BIA form 4432** and will be evaluated against existing applicable standards.

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**INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the staff to make a determination that you have the required qualifications for the position. **Failure to include any of the information listed below may result in loss of consideration for this position. Additional information will not be solicited by this office.**

- a. Announcement Number, Title, and Grade of the job for which you are applying.
- b. Full name, mailing address (with zip code) and day/evening telephone numbers (with area codes).
- c. Social Security Number
- d. Country of citizenship
- e. Veteran's preference
- f. Highest Federal Civilian Grade held (give job series and dates held).
- g. High School - Name, City, State (with zip code), and date of diploma or GED.
- h. Colleges and Universities - Name, City, State (with zip code), majors, type and year of any degrees received (if no degree show total semester/quarter hours earned) (Attach transcripts).
- i. **Work experience (paid/nonpaid)**-Job title (include series if a Federal job), duties, responsibilities and accomplishments (*if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time you spent doing each*), employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), **AVERAGE HOURS WORKED PER WEEK**, and salary (beginning/ending).
- j. **Indicate** if we may contact your **current and/or former supervisor**.
- k. Job-related training courses, skills, certificates, registrations, and licenses (current only), honors, awards, and special accomplishments.

**DO NOT SUBMIT POSITION DESCRIPTIONS. All material submitted for consideration under this announcement becomes the property of the Division of Human Resources and is subject to verification. Careful consideration should be given to the information provided; fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or determination of unsuitability for Federal employment.**

**\*\*\*If position is RE-ANNOUNCED, Please call the Division of Human Resources as to the status of application.**

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**FOR SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION:**

If you are currently a Department of Health and Human Services which includes the Indian Health Service, employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current career competitive or excepted service employee in tenure group 1 or 2 who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES), and, the date of the RIF separation has not passed and you are still on the rolls of the DHHS/IHS. You must submit a copy of the RIF's separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed in the same commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required

documentation etc.)

6. Meet the basic qualifications for the position, any documented selective factor, and physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

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#### **INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as a RIF's separation notice, a letter from the Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
  - A. Current or former career or career-conditional (tenure groups 1 or 2) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
    3. Retired with a disability and shows disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates Retirement in lieu of RIF; or
    5. Retired under the discontinued service retirement option; or
    6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
  - OR
  - B. Former Military Reserve or National Guard Technicians who are receiving a Special OPM disability retirement annuity under section 8337 (h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation, etc.)
6. Eligible applicants will be considered "well qualified" if they attain a numerical rating of 85 or better as determined from your responses to the knowledge, skill and abilities (KSA's). (See "Qualifications Requirement Section")

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#### **WHAT TO EXPECT NEXT:**

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the issuance date of the selection roster. **You will be notified of the outcome.**

**THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER.**

## SUPPLEMENTAL EXPERIENCE STATEMENT FOR CUSTODIAL WORKER POSITIONS

Below you will find a questionnaire, which you are requested to complete as part of your application for this position. Answer all the questions as best you can. It will be to your advantage to give as much information as possible about your ability to do this work. Be sure to include any and all custodial work such as military services; volunteer or unpaid work, such as in clubs, churches, community service work, etc.

This office may verify statements concerning Qualifications. Exaggerations or Mis-statements may be cause for your disqualification or later removal from the federal service

### A. Ability to do the work of the Position without more than Normal Supervision:

What is the longest length of time you have worked for one person or company?

\_\_\_\_ More than 2 years      \_\_\_\_ Less than 6 months      \_\_\_\_ More than 6 months  
\_\_\_\_ More than 1 year      \_\_\_\_ Never been employed  
\_\_\_\_ Only on summer jobs while in school

In the last twelve (12) months, how many times were you absent from work or school when you were supposed to be there? \_\_\_\_\_

How many times were you late to work or school in the last twelve (12) months?  
\_\_\_\_\_

Have you been fired within the last five (5) years for doing poor work or for not working when you should have been? \_\_\_\_ YES \_\_\_\_ NO

What was the highest grade of school you completed? \_\_\_\_\_

If you were a recent student, what was your grade average? \_\_\_\_\_ Upper ½ of class \_\_\_\_\_  
Lower ½ of class

### B: Work Practices:

Check all the jobs you have held either part-time or full-time.

____ Paper Boy	____ Mowed Lawns	____ Laundry Worker
____ Shop Helper	____ Shop Helper	____ Produce Attendant
____ Bus Boy or	____ Stock Boy	____ Janitorial Worker
____ Kitchen Helper	____ Service Station	____ Other: _____
	____ Attendant	____ Other: _____

Have you ever been complimented by your boss on being a good worker or on being a superior worker?  
\_\_\_\_ YES \_\_\_\_ NO If yes, for what were you being  
complimented? \_\_\_\_\_

What jobs have you held where you had to keep a building clean, neat and in order and what type of building was it: hospital, store, school, etc.?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### C. Ability to Follow Directions:

Are you able to read and write English? \_\_\_\_ YES \_\_\_\_ NO

Did you fill out this application yourself? \_\_\_\_ YES \_\_\_\_ NO

If no, who helped you? \_\_\_\_\_

On the jobs you held, did you ever have to follow written directions in manuals, books, signs, or notes from your boss? \_\_\_\_\_YES \_\_\_\_\_NO

If Yes, on what jobs?

\_\_\_\_\_

Have you ever had a job where you told other employees what work was to be done? \_\_\_\_YES \_\_\_\_NO.  
If yes, on what jobs?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever had to follow orders that are always changing? Explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **D. Ability to Use Tools and Equipment:**

Name the type of tools and equipment you have used for cleaning floors, walls, windows, restrooms, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you used moving equipment such as trucks, dollies, or similar equipment? If yes, tell what equipment you have used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you ever repair or adjust equipment on the job, such as changing belts, and brushes, adjusting handles, oiling, cleaning, and adjusting? If yes, what did you do?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever used or operated any other equipment, like lawn mowers, lawn tractors, laundry or food processing equipment? If yes, tell what kind.

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Have you ever instructed others in the use of floor buffers, wall washers, and the use of cleaning supplies and floor strippers? If yes, tell what equipment you used on what jobs.

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**E. Ability to work quickly and safely:**

Have you had any training for the kind of work for which you are applying?

☐ YES ☐ NO. If yes, what kind of training?

☐ Vocational high school ☐ Job Corps ☐ Manpower Development

☐ On-the-job Training ☐ Welfare Training Center

☐ Other, (Explain) \_\_\_\_\_

Can you lift and carry a Five (5) gallon pale full of water? ☐ Yes ☐ NO

Can you move furniture ☐ YES ☐ NO

Have you carried object weighing 50 pounds or more? ☐ YES ☐ NO

Did you ever have to stand all day? ☐ YES ☐ NO

Where? (Explain) \_\_\_\_\_

Describe any safety training you have received on jobs you have held?

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Have you ever given safety training to other employees? On what jobs?

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Have you ever been injured in an accident on the job? If yes, describe the accident or accidents and tell if any where lost time?

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## CERTIFICATION

**I CERTIFY that all of the statements in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.**

**Please sign here:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name Here:** \_\_\_\_\_